

Connect Timesheet System – Student Guidance

Who is Connect for?

Connect is for students who receive Non-Medical Helper (NMH) support provided by the University of Huddersfield. NMH refers to the support provided by your Specialist Mentor or Specialist Tutor.

Connect will not be used to schedule your support session. This will be booked by your Mentor or Tutor through Outlook and Teams calendars.

What is Connect?

- Connect is the timesheet system used to log the support arranged for you by your specialist Mentor or Specialist Tutor.
- Connect enables you to confirm the timesheets submitted for the support arranged.
- Connect will keep a record of the number of hours of specialist mentor/specialist tutor support arranged, so that this can be claimed from your DSA funding by the university.
- Connect enables you to view the hours remaining for specialist mentor or specialist tutor support.

Setting up Connect?

- You will receive an email to your university email account from hud@connectsystem.co.uk If you do not see this in your e-mails, please check your junk/spam email folder. The email will be as below:

From: Connect Support <support@connectsystem.co.uk>
Sent: 17 July 2024 14:26
To: STUDENT <student@hud.ac.uk>
Subject: Welcome to Connect

Dear (STUDENT'S NAME)

Please [create an account](#) to use Connect.

Connect will allow you to access features which include your diary, your support usage and any changes to your support. It is also where you will verify that support was booked.

Your username is student@hud.ac.uk

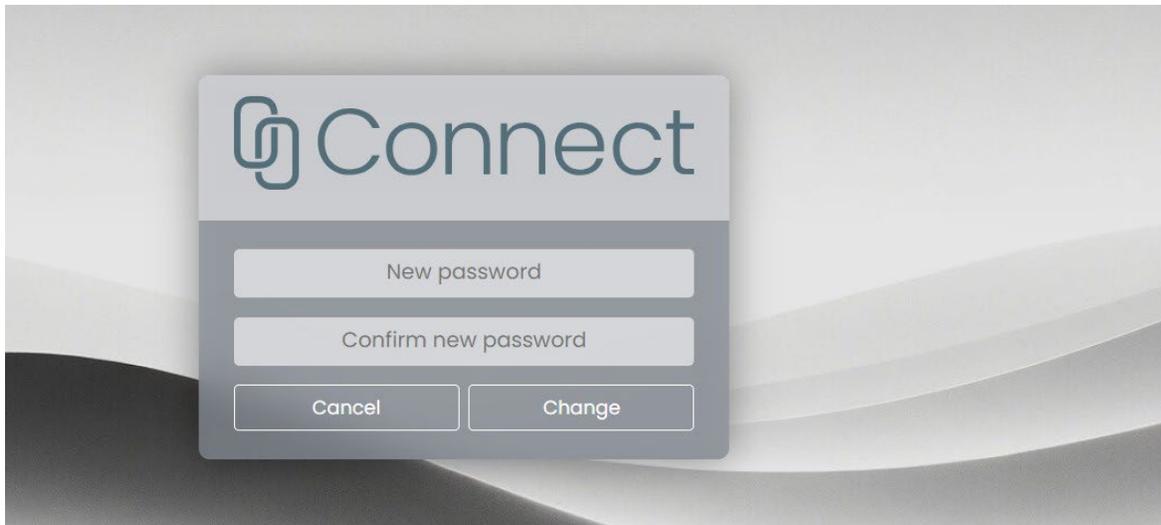
If you forget your password, please click on the "I've forgotten my password" link on the login page.

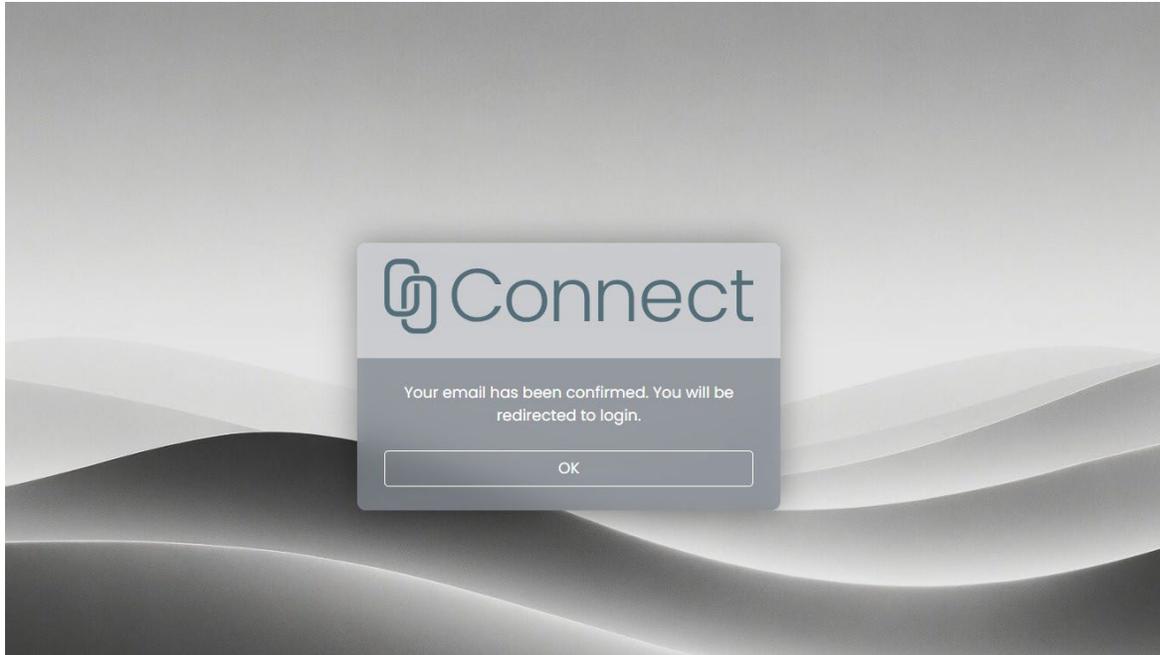
If you have any further questions, suggestions or comments regarding Connect please contact support@connectsystem.co.uk.

Thank you

Connect System

- Once you click on the link, this will open onto the Connect website and you will be prompted to enter and confirm a password that you will need to remember.





- Your log-in details for Connect will be created for future use. It is advisable to save this link to your `favourites` for easy access.



- Once you log in, you will be able to view your home screen with details of your support, as shown below:

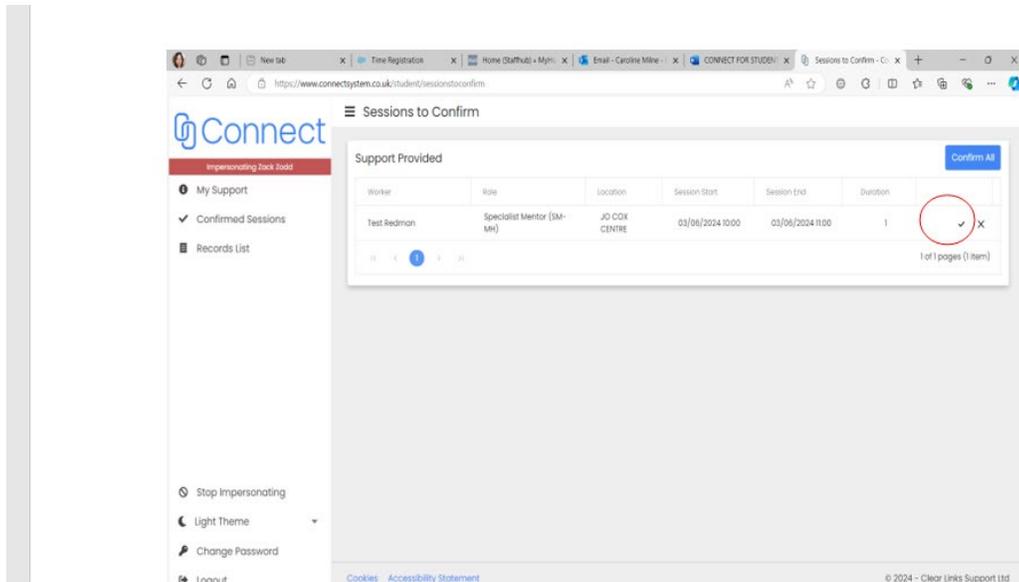
The screenshot displays the 'Connect' system interface. On the left is a navigation sidebar with the 'Connect' logo and the user name 'Impersonating Gerard Norris'. The sidebar contains three main menu items: 'My Support' (selected), 'Confirmed Sessions', and 'Records List'. Below these are utility options: 'Stop Impersonating', 'Light Theme', 'Change Password', and 'Logout'. The main content area is titled 'My Support' and contains three sections:

- My Support:** A table with columns 'Role', 'Total Hours', and 'Hours Remaining'. It lists two roles: 'Specialist Mentor (SM-MH)' with 20 total hours and 19 remaining, and 'Test Role' with 30 total hours and 29 remaining. A blue circle with the number '1' is highlighted in the pagination controls.
- My Current Support Workers:** A table with columns 'Worker', 'Role', 'Total Hours', 'Hours Remaining', and 'Assignment End Date'. It lists two workers: 'Test Redman' (Specialist Mentor (SM-MH), 20 total hours, 19 remaining, end date 31/08/2024) and 'Kris Lawton' (Test Role, 30 total hours, 29 remaining, end date 17/07/2024). A blue circle with the number '1' is highlighted in the pagination controls.
- Diary:** A calendar view for July 01 - 07, 2024. It includes a legend for 'Matched' (green M), 'Timesheets' (green T), 'Unmatched' (grey U), 'University Cancellation' (red U), and 'Worker Cancellation' (red W). Below the legend are icons for 'Student - Less than 24 hours' notice' (red 24) and 'Student - More than 24 hours' notice' (red S). The calendar shows a grid for the week of July 1st to 7th, 2024, with a '24 Hour' toggle and view options for 'TODAY', 'DAY', 'WEEK', 'WORK WEEK', and 'MONTH'.

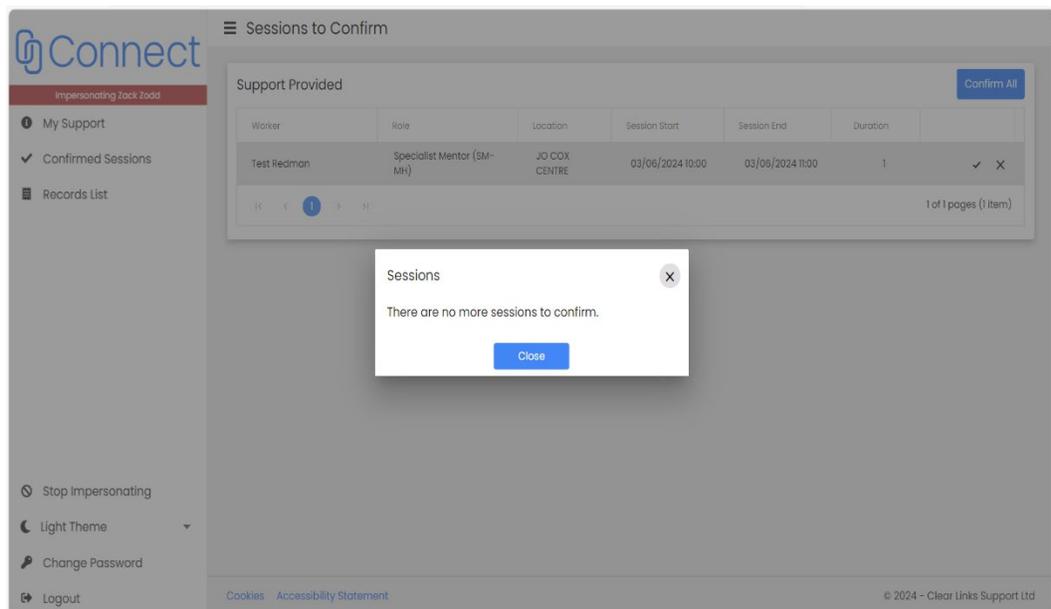
- When logging in to Connect, you will be able to check if the details of your support are correct.

Following your Session

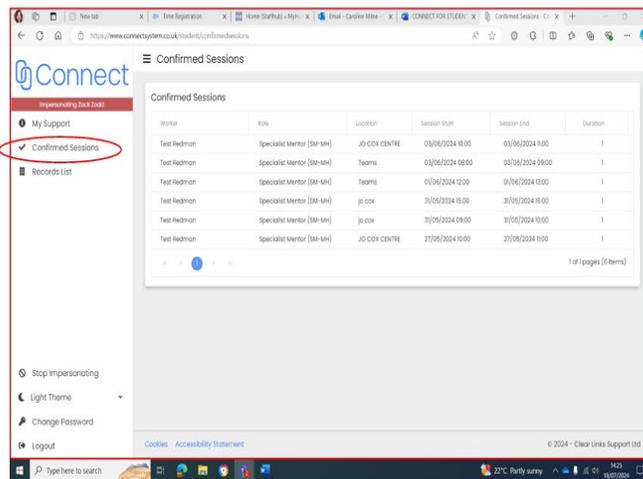
- Before you leave the session, your Mentor or Tutor will generate a timesheet for you to confirm that the support has taken place. You will receive an email asking you to confirm this.
- Alternatively, you can access your timesheet by signing into Connect.
- To confirm the timesheet, click on the tick circled below:



- If you have multiple timesheets to approve, each timesheet will remove from view until all timesheets have been confirmed.
- When all listed timesheets have been ticked, a box will be displayed informing you there are no more sessions to confirm. See below:

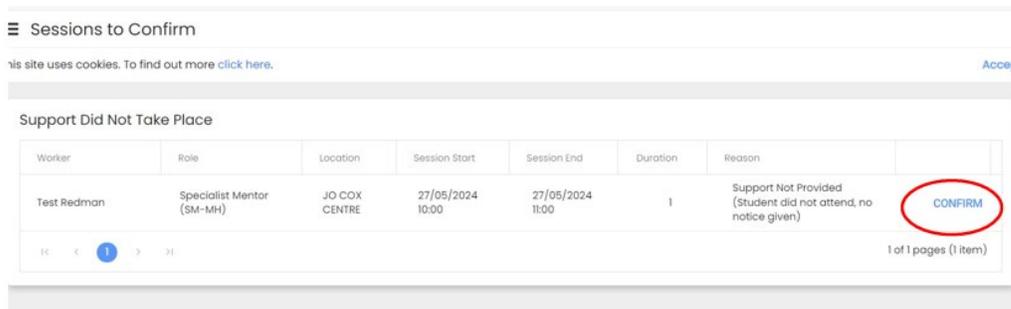


- Confirmed sessions can be viewed by clicking on the 'CONFIRMED SESSIONS' heading as circled below:

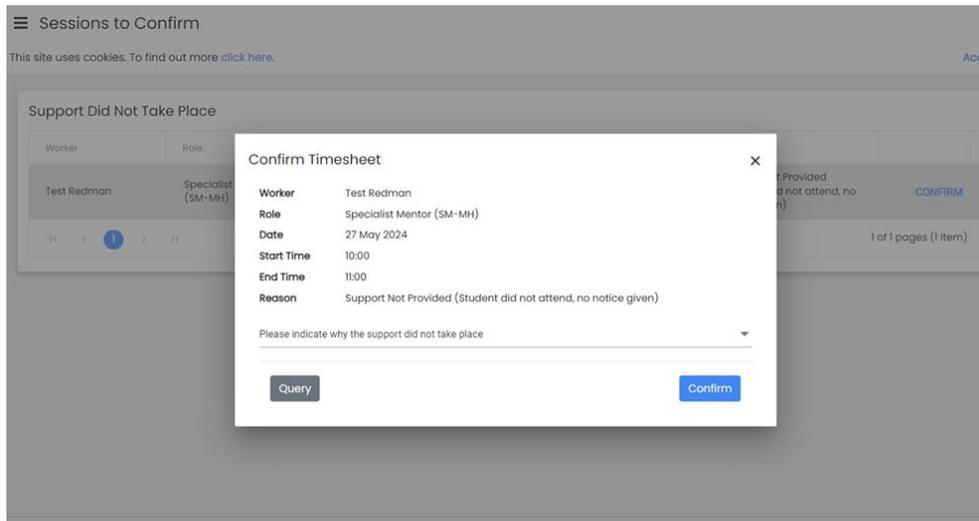


When support has not taken place

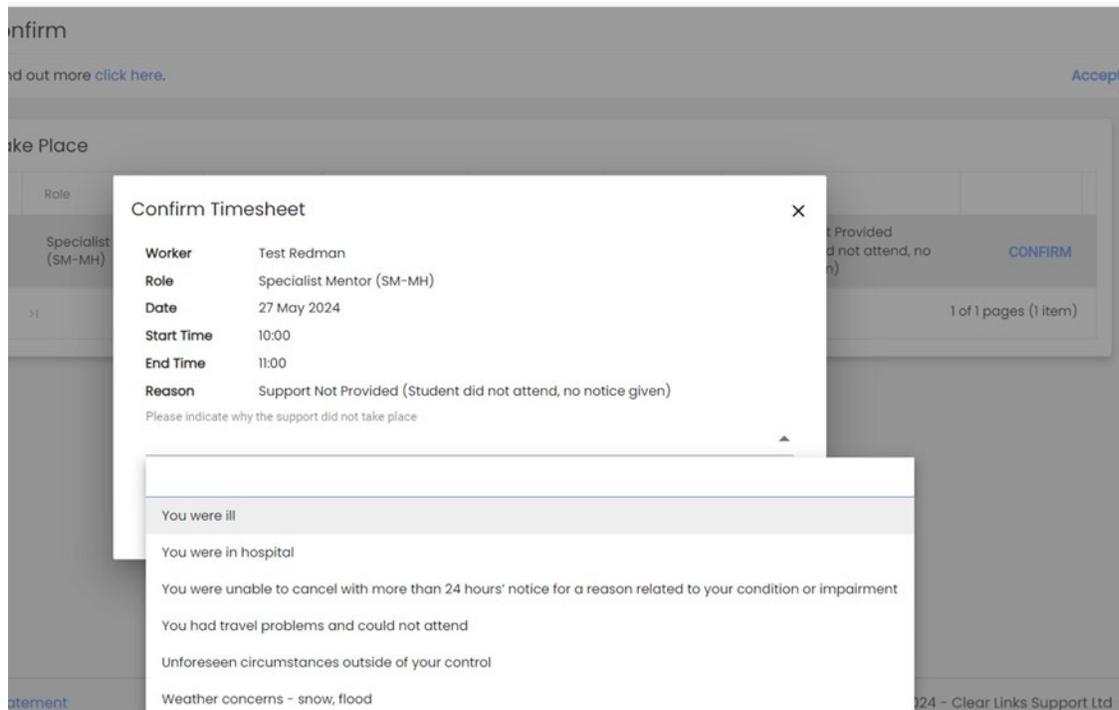
- If your support did not take place and you gave less than 24 hours' notice a timesheet will still be created by your Mentor/Tutor. The timesheet will be listed under the section 'Sessions to confirm' and subheading 'Support did not take place'. Click on the blue 'CONFIRM', as circled below:



- The screen below will now appear. Click on the drop-down arrow to indicate why support did not take place.

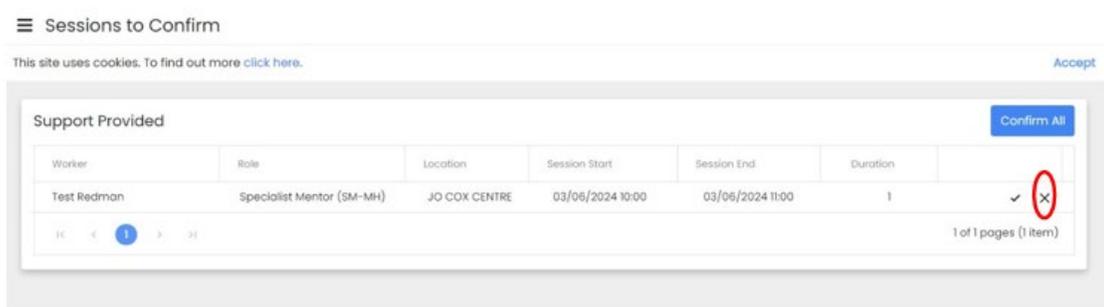


- The reasons why support did not take place will be listed once you click confirm. Please click on the one that applies to your circumstances and submit.

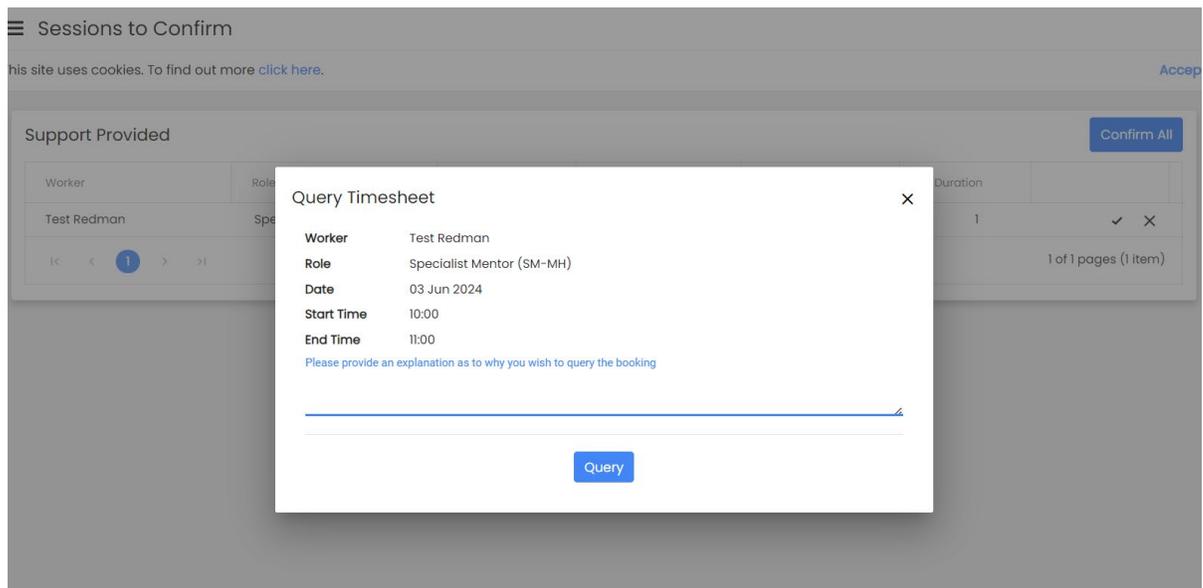


Rejecting a timesheet

- You will have the option to **reject a timesheet** if you think the details shown are incorrect. You can do this by clicking on the cross.



- Click on the blue heading to enter your explanation as to why you are rejecting the timesheet and submit by clicking on the 'Query' box.



- This information will be sent to the Learning Support Team at the University of Huddersfield to review.
- Periodically, the Connect system will ask you to provide feedback to help evaluate our services.